DEPARTMENT OF HUMAN SERVICES
Office of Fiscal Operations
Bureau of Finance

TRUST ACCOUNT USERS MANUAL

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SETUP *(will be performed by the Quickbooks Administrator in the Bureau of Budget)*

    A.   Hardware Requirements
- Windows 95
- Pentium computer with minimum 16 MB of RAM
- Free space of 20-30 MB lan space
- A local printer for checks

    B.   Software Installation
                -CD version: Place CD in CD drive and follow instructions.

    C.   Supplies & Information Needed
- Floppy disk for optional backup
- Check stock from First Security Bank
- Deposit slips
- Client folders
- Agency procedures see the following references: *Client Trust Fund* – Office of Fiscal Operations, Bureau of Finance; DCFS – *Child Welfare Manual – Policy #309*; DAAS - *Adult Protective Payee – Policy #60*; DSPD Policy #204.0

SETTING A PASSWORD

1.   Click on File, Password, File.

2.   Enter in a password, confirm it and write it down somewhere safe.
*Note: Quickbookspro will ask you for the password each time you open the file.*

Printer Configuration
1.   Quickbookspro allows you to choose two different printers for printing checks and reports.
Note: The suggested configuration is to run checks on your office printer and to use the Lan printer for
        running your reports.
2.   To setup the printer for reports choose File, Printer Setup, For Reports/Graphs. Select a printer,
         Click OK.

3.   To setup the printer for checks choose File, Printer Setup, For Printing Checks.
                        *Select the appropriate form name: **Check/Paycheck**
                        *Select the appropriate printer name:
                        *Select Voucher Checks as the check style.
                        *Change the Font to Arial 12pt using the Font Button
                        *Use the Align button to adjust the printing on checks. Photocopy some checks to use as
                          samples.
                        *Click OK to save changes.

4.   To setup the printer for reports choose File, Printer Setup
                        *Select the appropriate form name: **Report**
                        *Select the appropriate printer name:
                        *Click OK to save changes.

ADD/EDIT/DELETE A CLIENT

To add/edit/delete a client, click on the "clients" icon button. From the bottom of the box click on "account" and make your selection from the drop down box: New, Edit, or Delete. To add a new client there are only **two** fields **required**: **Type**: Income   **Name**: Last, First
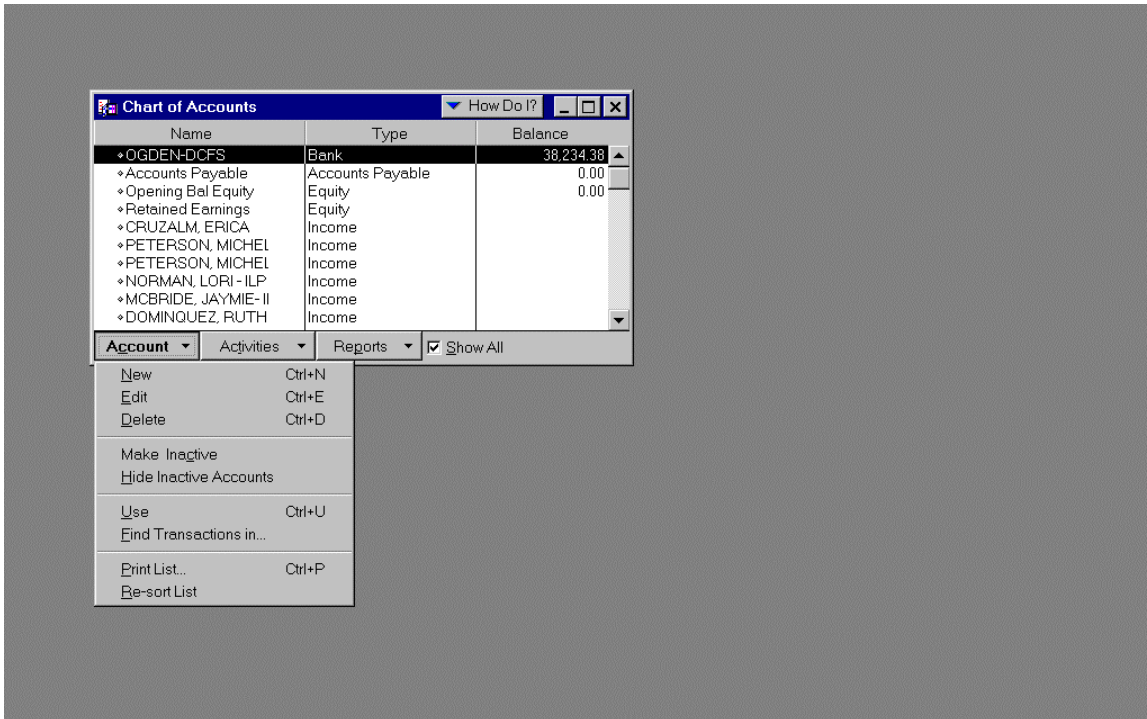
You can only delete a client who has not had any activity.

ADD/EDIT/DELETE A VENDOR

Click on the "vendor" icon button click on the "vendor: button at the bottom of the box and make your selection from the drop down box.   You can only delete a vendor who has no activity.

Enter the name, address, city, state, and zip as shown below
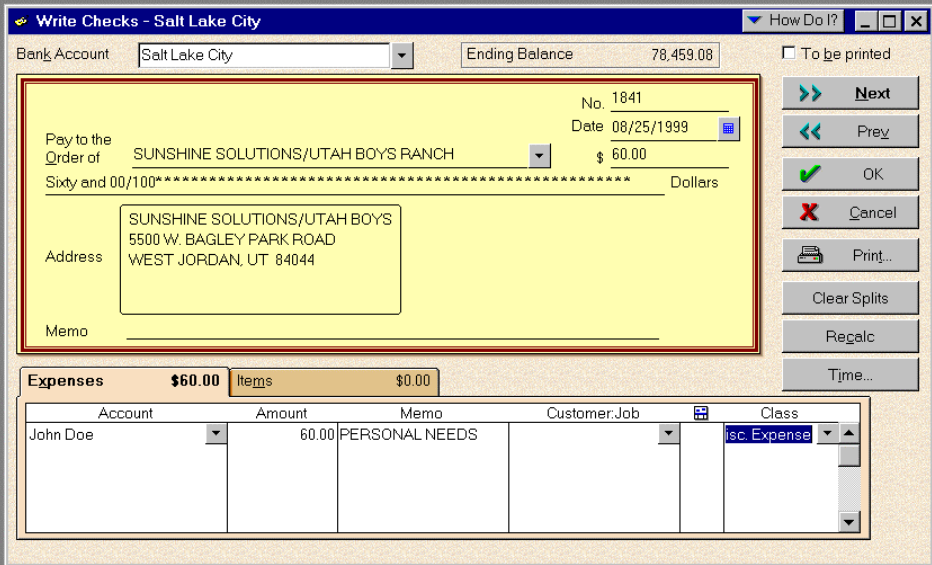
WRITE CHECKS

Click on the check icon button and fill in all fields as shown below.

You can print a single check or print them all.   To print a single check select the print button located at the right of the check. To print them all; from the menu at the top select File, Print Forms, Print Checks you can print all the checks listed or you can select which checks you want to print.

DEPOSITS

To make deposits click on the deposit icon button and fill in the fields as shown below. To record your deposit click on the "OK" button. To have a hard copy of your deposit click on the reports icon button select and print the **Deposit Detail Report**.

RECONCILIATION

1.   When you have received the bank statement verify your items (deposit slips and checks) with the bank statement as well as what is recorded in quickbooks. Click on the recon icon button . Verify that the opening balance is the same as the ending cleared balance from the previous months' reconciliation.

2.   Calculate the ending balance.

> Opening Balance
> +Total $ amount of Deposits on bank statement
> + Interest allocation (I will send to you, will not be on your bank statement)
> - Total $ amount of Checks on bank statement
> = Ending Balance

3.   Enter this amount in the box marked ending balance.

4.   Check off all the deposits and checks on the bank statement.

5.   Check the "difference" located at the right hand bottom of the screen it should show a"0" difference. If you do not zero out verify the total dollar amounts located at the left hand bottom of the screen. Both totals (deposits & checks) should be the same amounts used to calculate the ending balance.

6.   Once the difference is "0" the reconciliation is completed click on the button "done". A reconciliation complete box will appear asking the question: What type of reconciliation report would you like to print? select "Full".   At the bottom of this box enter the statement closing date. ***THIS IS THE ONLY TIME THIS BOX WILL APPEAR***. Click on the "OK" button and select "Print". Make sure you and your supervisor sign and date this report before sending it to the Bureau of Finance.


CLIENT ALPHA REPORT
>   Click on the reports button and double click on the client alpha report. The customize box will appear, click on the "OK" button. Select "print" located between the "collapse" and "memorize" buttons. Click on "OK".   The total balance on this report should be the same as the total on the reconciliation report.

Reports

INTEREST REPORT

Click on the reports button and double click on Interest. Select the print button that is between the buttons "collapse" and "memorize". Print reports box will appear. Click on "file" click on the drop down box next to the file box and select the last option "tab delimited" Click on the print button. Create disk file will appear as below:
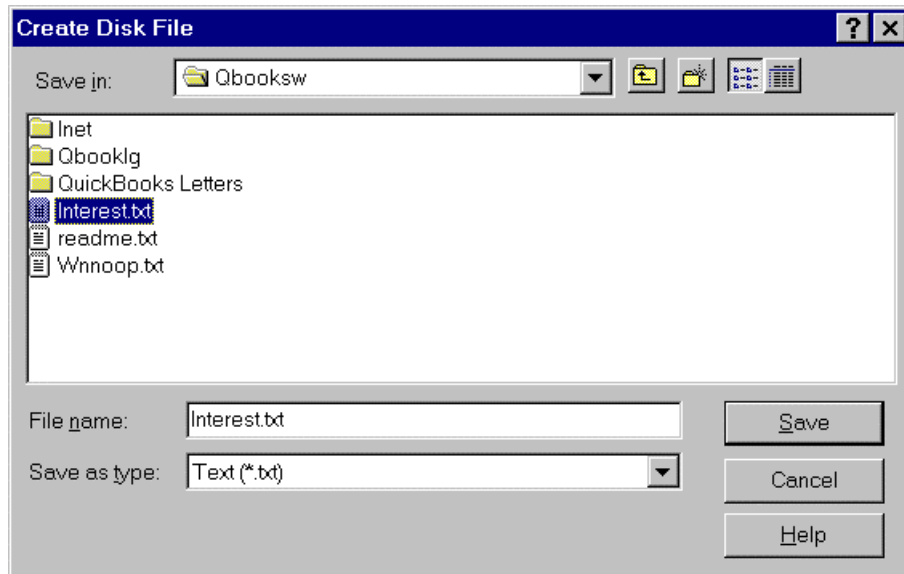
Scroll down and select the Quickbookspro" double click on this. The interest.txt will appear in grey letters under the file name, highlight the "interest.txt file" click on "OK".

The following error message will appear:

Select: **Yes**

The month-end reports are completed. The first (2) reports you can fax to Bureau of Finance at 538-4291. The Interest Report will need to be e-mailed. You will need to make sure your quickbookspro program is completely closed in order to attach the interest file.

Reports

SOCIAL WORKER REPORT

> Click on the reports button and double click on **Social Worker Report**. Select the print button that is between the buttons "collapse" and "memorize. Select file, click on the drop down box next to the file box and select the last option "tab delimited" Click on the print button.
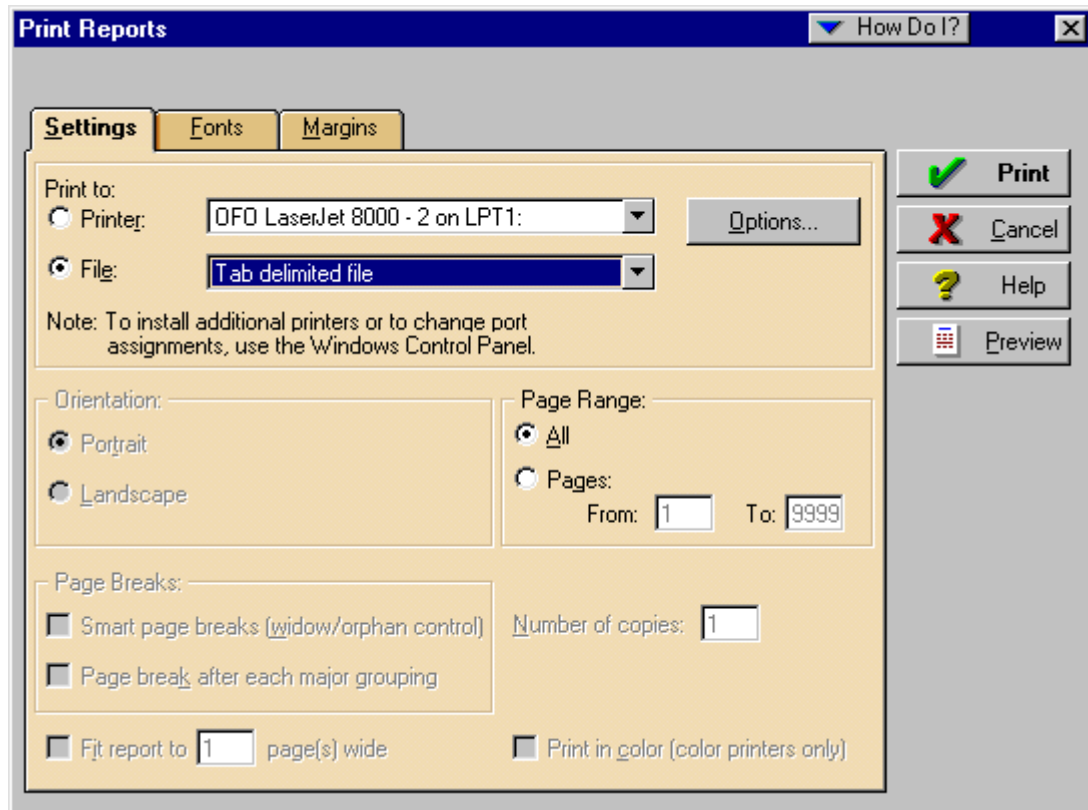
> Create disk file will appear: *(You will need to contact your LAN Administrator for the location of this file)*
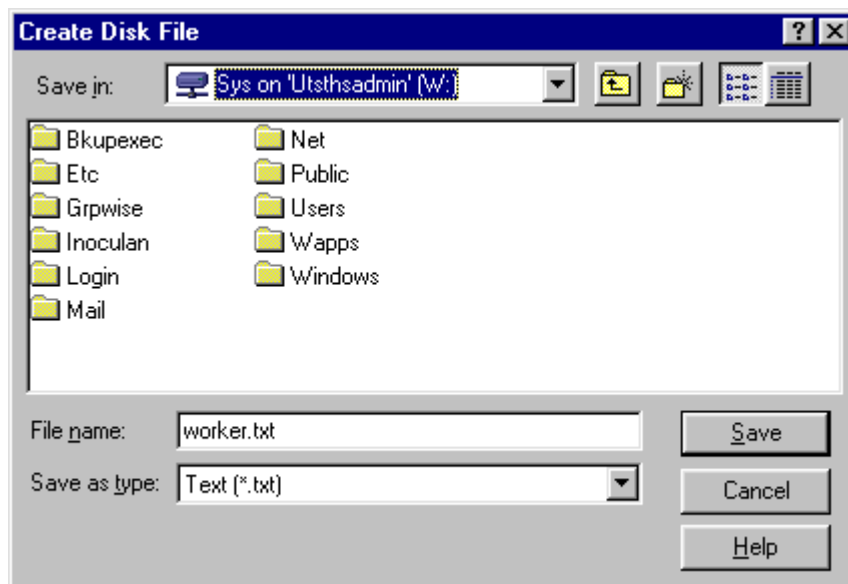
TRUST ACCOUNTING SUPPORT NETWORK

TRUST ACCOUNT	Mary Wallace	DHS Finance 538-4131
Methodology	Carol Huffman	DHS Finance 538-4143
Reconciliation		
General Questions		

TECHNICAL ASSISTANCE	Les Roberts	DHS Budget 538-4144
Social Worker Interface	Dave Horrocks	DHS Budget 538-4144
Interest Allocation		

LAN SUPPORT	Local TSS	

BANKING QUESTIONS	Kathy Rabb	Wells Fargo 246-1727
	Lilly Matelau	Wells Fargo 246-1232